

Posting Title : SUPPLY CHAIN BUSINESS INTELLIGENCE OFFICER,  
P3  
Job Code Title : SUPPLY CHAIN BUSINESS INTELLIGENCE OFFICER  
Department/ Office : United Nations Interim Force in Lebanon  
Location : NAQOURA  
Posting Period : 8 November 2021-22 November 2021  
Job Opening number : 21-LOG-UNIFIL-166848-F-NAQOURA (M)  
Staffing Exercise : N/A

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org. Setting and Reporting**

This position is located in the United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The Supply Chain Business Intelligence Officer reports to the Chief Supply Chain Performance Management Section. The Supply Chain Business Intelligence Officer at this level undertakes performance analysis of the Supply Chain (SC) integrated end-to-end business processes and performance reporting within the mission. The incumbent at this level may direct the work of Supply Chain Business Intelligence Unit.

### **Responsibilities**

Within delegated authority, the Supply Chain Business Intelligence Officer will be responsible of the following duties:

Identify information sources from enterprise Resource Planning (ERP) systems modules and other systems of record to capture required data for the end-to-end Supply Chain business performance. Extract, analyze and integrate data to develop operational, analytical and strategic reporting solutions. Develop, optimize and maintain visualizations tools to provide real-time insights to business data. Contribute to design, implement and report on Key Performance Indicators (KPIs) for the end-to-end Supply Chain Performance Management. Contribute to the formulation of Standard Operating Procedures for measuring the KPIs for the end-to-end SCM processes through application of metrics for process diagnostics. Analyze data to identify problematic areas and provide inputs for improvement of Supply Chain processes. Monitor key indicators to analyze the overall Supply Chain performance against established benchmarks/targets.

Prepare recommendations to the Chief of Section within the Mission Support division (MSD) and other stakeholders based on data analysis and independent root cause analysis conducted with key stakeholders/business process owners. Produce timely and actionable information which help drive business results and guide decision making process. Devise and contribute to promote effective analytic models and creative data visualization to derive actionable intelligence and enable management decisions.

Contribute to the development of business rules, guidelines, standard operating procedures and other guidance materials based on the UN regulations and rules, international standards and recommended practises on supply chain management. Assist in operationalization of Supply Chain Management concepts, implementation instructions on Supply Chain Self-assessment and performance reporting. Effectively engage in the formation of user requirements for IT systems in support of materials management and Supply Chain activities

Manage the Supply Chain Business Intelligence Unit, coordinate, manage and monitor the proper execution of functions carried out within the Unit and develop work plans and supervise support staff. Analyze and identify requirements for capacity building and provide subject matter expertise for conducting training events.

Gather requirements from various stakeholders and business process owners to define specific business requirements for the end-to-end Supply Chain Performance Management. Contribute to the development and promulgation of Business Intelligence Guidance and Procedures and monitor compliance. Contribute to promote continuous improvement and innovation in the area of Supply Chain Performance Management.

Ensure that Business Intelligence activities are in compliance with DPKO/DFS Environmental and Waste Management policies and in line with the DFS Environment Strategy objectives; coordinate with the mission's environmental officer for guidance as needed. Perform other duties, as required.

## **Competencies**

### **Professionalism:**

Professionalism: Knowledge of identifying information sources from enterprise Resource Planning (ERP) systems modules and other systems of record to capture required data for the end-to-end Supply Chain business performance. Ability to extract, analyze and integrate data to develop operational, analytical and strategic reporting solutions. Develop, optimize and maintain visualizations tools to provide real-time insights to business data. Contribute to design, implement and report on Key Performance Indicators (KPIs) for the end-to-end Supply Chain Performance Management. Contribute to the formulation of Standard Operating Procedures for measuring the KPIs for the end-to-end SCM processes through application of metrics for process diagnostics. Analyze data to identify problematic areas and provide inputs for improvement of Supply Chain processes. Monitor key indicators to analyze the overall Supply Chain performance against established benchmarks/targets. Prepare recommendations to the Chief of Section within the Mission Support division (MSD) and other stakeholders

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Contribute to the development of business rules, guidelines, standard operating procedures and other guidance materials based on the UN regulations and rules, international standards and recommended practises on supply chain management. Assist in operationalization of Supply Chain Management concepts, implementation instructions on Supply Chain Self-assessment and performance reporting. Effectively engage in the formation of user requirements for IT systems in support of materials management and Supply Chain activities. Manage the Supply Chain Business Intelligence Unit, coordinate, manage and monitor the proper execution of functions carried out within the Unit and develop work plans and supervise support staff. Analyze and identify requirements for capacity building and provide subject matter expertise for conducting training events.

Gather requirements from various stakeholders and business process owners to define specific business requirements for the end-to-end Supply Chain Performance Management. Contribute to the development and promulgation of Business Intelligence Guidance and Procedures and monitor compliance. Contribute to promote continuous improvement and innovation in the area of Supply Chain Performance Management. Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Accountability:** Takes ownership of all responsibilities and honors commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Managing performance:** Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly.

## **Education**

An advanced university degree in Supply Chain Management, Logistics, Information Management, Business Administration, or related fields is required. A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree. Certificate in Project Management (PRINCE2 or equivalent), Supply Chain (SCOR-P, CSCP or equivalent), Lean Six Sigma, SAP Cloud Analytics, Microsoft Certified Data Analyst Associate are desirable.

## **Job Specific Qualifications**

### **Work Experience**

A minimum of five years of progressively responsible experience in Supply Chain management, logistics, procurement, or related area is required.

Experience in Supply Chain performance management is required.

Experience in providing logistics and Supply Chain support services in a complex, volatile, conflict or post-conflict environment is desirable.

Experience in an international setting is desirable.

Experience in development and implementing ERP Supply Chain management solutions is desirable.

Experience working with Excel and Data Base Management (Access) is desirable.

Experience in BI, Power BI and Structured Query Language (SQL) analysis tools are desirable.

Experience in sourcing, cleaning and preparing data, selecting and developing

visualizations/metrics that enable easy communication/interpretation by the users is desirable.

Experience in Data Integration is desirable.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Knowledge of another official United Nations language is an advantage.

## **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by Competency Base Interview (CBI).

## **Special Notice**

This "Recruit from Roster" job opening is only open to roster applicants who are already placed on pre-approved rosters, following a review by a United Nations Central Review Body. Only roster applicants who were placed on rosters with similar functions at the same level are considered to be eligible candidates. Eligible applicants receive an email inviting them to apply. Rostered applicants are encouraged to apply only if they are interested and available to take up the position at the duty station/s specified in the Job Opening. Applying to this job opening carries an expectation to accept the offer, if selected.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

## **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes,

including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

## **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING,

OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.